

MONTGOMERY COUNTY

DEPARTMENT OF PLANNING AND GIS

SITE PLAN CHECKLIST

Owner Name: _____
Address: _____
Phone: _____
Project Name: _____

Surveyor/
Engineer Name: _____
License No.: _____
Company: _____
Contact Information: _____

Submitted by Name: _____ Date: _____
Received by Name: _____ Date: _____

The following checklist has been developed as a guide for site plan review submittals in accordance with Section 10-53 of the Montgomery County Zoning Ordinance. Additional information regarding checklist items can be found in the zoning ordinance or by contacting the Montgomery County Department of Planning and GIS Services at (540) 394-2148.

Description of Plans submitted:

☐ Site Plans _____ # of sets

General:

- ___ Name & address of owner and developer
- ___ Original date, revision date(s), scale of plan
- ___ Name and address of person preparing the plan
- ___ Zoning district, tax parcel #, address and current use of the parcel
- ___ Owners, tax parcel # and zoning district for all adjacent properties
- ___ Boundary and dimensions of site
- ___ Vicinity map at a scale not less than 1" = 2000" and north arrow
- ___ Signature block and approval statement for owner and/or developer
- ___ Copy of proffers, special use conditions or Board of Zoning Appeals actions
- ___ County approval date and conditions present on site plan
- ___ Two (2) copies of plan submitted

Parking (Section 10-44) and Signage (Section 10-45)

- ___ Location and square footage of all proposed signs, if any.
- ___ Schedule showing number of spaces provided and number required in accordance with Section 10-44 of Montgomery County Code.
- ___ Location of existing and/or proposed access easements with deed book and page information.
- ___ Location, type and size of ingress/egress including pavement width of driveways & aisles.
- ___ Dimensions of parking and loading spaces shown on plan.

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Lighting and Landscaping (Section 10-43):

- ☐ Plan for all exterior lighting including height and type of fixture
- ☐ Note on the plan stating, "Light sources shall not cast excess light (glare) upon adjacent properties or streets. The intensity of light shall not exceed 0.25 footcandles measured at the boundary of any commercial or industrial use abutting any residential use or at the lot line with any residential district, or, in residential or agricultural districts, at the lot line of any adjacent lot." (Section 10-46(9)).
- ☐ Landscaping and buffering plan in accordance with Section 10-43 and any additional requirements set forth by the governing bodies (i.e., proffers, SUP, variance, etc.)
- ☐ Landscape legend showing the planting schedule, minimum size at planting, common name, botanical name and quantity.
- ☐ Outline and/or inventory of existing vegetation.
- ☐ Statement of intent by the owner or developer to maintain all vegetation as shown on the landscape plan in a viable condition.
- ☐ Trash dumpsters and recycling facilities screened.

Miscellaneous:

- ☐ Payment of required review fee.
\$ _____ Amount submitted.
- ☐ VDOT Land Use Permit submitted and referenced on site plan.
Permit No. _____

For Office Use:

Reviewed By: _____ Review Date: _____

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